



LESOTHO DATA FOR SUSTAINABLE DEVELOPMENT PROJECT

TERMS OF REFERENCE

Environment Statistics Specialist

Title:	Environment Statistics Specialist
Type of Contract:	Individual Contract- International
Language Required:	English
Duration:	31 days (10 January- 30 April 2019)
Duty Station:	Maseru, Lesotho

A. Background

UNDP is the UN global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. It works with individual countries on their own solutions to global and national development challenges. UNDP Lesotho supports Lesotho's development priorities laid out in the National Strategic Development Plan. The focus areas include: Democratic Governance; Environment and Energy; Poverty Reduction and economic Growth, with Gender Mainstreaming and HIV/AIDS as cross cutting areas.

The Government of Lesotho launched a Lesotho Data for Sustainable Development with support from EU and UNDP. This project is aimed at assisting the Government in the collection, analysis and dissemination of development data and building institutional and technical capacities for monitoring and evaluation of development programs and effective public management systems. The data project is being implemented by the Ministry of Development Planning, through the Department of Monitoring and Evaluation (M&E) and Bureau of Statistics (BOS). The project has three inter-linked components, namely, i) definition of systematic tools for measuring development programs; ii) promotion of literacy and innovation for data collection, dissemination and use; and iii) strengthening national leadership, institutional and technical capacities for effective coordination and sectoral engagement.

The project is currently implementing a capacity building response following a preliminary phase where necessary evidence was gathered through a rigorous stakeholders-engagement. The consultative process involved a National Level Diagnosis Workshop, Cluster Level Data Gap Analysis, User Assessment and interviews at institutional level. Importantly, this exercise was pivotal in establishing some data gaps and institutional challenges related to performing statistical and M&E functions across the entire National Statistical System (NSS) and National Monitoring and Evaluation

System (NMES). Major gaps were identified in the Environmental Statistics. The last report published on environmental statistics was published in March 2018, and the available data is considered inadequate to report on related SDGs indicators as well as national frameworks. Environmental statistics is a relatively new area for the Bureau of Statistics; as such the Bureau has been unable to adequately produce timely, robust, credible and relevant statistics that are compliant with fundamental principles of official statistics in this area. There is also limited expertise in environment statistics as the team does not possess any technical expertise to competently lead and support production of this type of statistics. The focus areas that need urgent attention are data collection and analysis for Biodiversity, Air and climate change and Solid Waste statistics.

It is against this background that on behalf of the Ministry of Development Planning, UNDP is seeking a reputable environment statistics specialist to provide technical support to the Environment and Energy Statistics (EES) Division of the BOS in producing Environment Statistics and to enhance the knowledge of the personnel undertaking collection of this statistics in Lesotho. The expert will be expected to design the Lesotho Strategy for Production of Environment Statistics, review survey instruments and data collection mechanisms, and review data processing and analysis as well as advice on the required staff complement and competencies.

B. The Objectives of the Assignment

The Specialist will act as the focal technical support to the Bureau of Statistics for design of the Lesotho Strategy for Production of Environment Statistics. The main objective of this assignment is to strengthen the capacity of the Bureau of Statistics to collect, analyse and produce environmental statistics, consistent to the international best practices and Lesotho's development context. The Specialist will lead design a strategy for developing environmental statistics and build capacity of the personnel tasked with production of Environment Statistics. Using some of the best practices in the field, the expert will also be required to work with the team to ensure production of timely, robust and internationally comparable statistics within the context of Lesotho.

Specifically the assignment is intended to:

- Assess the process and ecosystem and establish a clear user/supplier profile to exploit internal capacities, synergies and opportunities for production of environmental statistics in Lesotho. Consultations with Committee for Environmental Data Management (CEDAMA) members may be necessary.
- Review the internal capabilities and technical knowledge of the Bureau of Statistics and related Ministries, Departments and Agencies in this regard and make appropriate organizational and development recommendations
- Propose a robust value chain for production of each aspect of the environment statistics while focusing on Biodiversity, Air and Climate Change as well as Solid Waste statistics
- Establish the best practices and latest trends in conducting studies, surveys and census pertaining to the production of environment statistics and recommend innovative approaches and methodologies that may be relevant to Lesotho's context.
- Review the existing data collection instruments and provide technical assistance on the revision and design of such instruments

- Review data processing and analysis method used in the production of Environment Statistics Report and provide technical assistance on the method to be used
- Suggest a training and capacity building plan for strengthening the unit and the ecosystem for environment statistics
- Produce a strategy for Development of Environment Statistics in Lesotho.

C. The Scope of the Assignment

Based on the above objectives, the Specialist is expected to deliver the following:

- An inception report.
- A comprehensive recommended organizational structure relative to the production of environmental statistics, clearly reflecting linkages with various players in the ecosystem and capacity building plan.
- Environment Statistics Production Methodology and Design for Lesotho aligned to best international practices and Framework for the Development of Environment Statistics (FDES).
- Data collection Instruments; analysis plan and tabulation plan
- Recommended Environment Statistics report outline
- Value chain statistical framework especially focused on Biodiversity, Air and Climate Change and Solid Waste statistics
- A document that will be used as Strategy for the Development of Environment Statistics in Lesotho for the years 2019-2024.
- Provide technical assistance on data processing, data analysis and report writing

The assignment should be informed by and be aligned to the National Vision 2020, Framework for the Development of Environment Statistics (FDES), National Strategic Development Plan (NSDP) and National Monitoring and Evaluation Framework; inclusive of Sustainable Development Goals (SDGs) and Agenda 2063.

D. Expected Outputs and Deliverables

The duration of the assignment is expected to be 31 days spread over four months.

Deliverables	Estimated duration to complete	Targeted Due Date	Approvals and Reviews Required
Inception Report	3 days	10 th to 16 th January 2019	Ministry of Development Planning
A comprehensive recommended organizational structure and development plan with recommended Implementation design	5 days	25 th to 31 th January 2019	Ministry of Development Planning
Value Chain Statistical Framework for the three focus areas: Biodiversity, Air and Climate Change and Solid waste statistics	5 days	18 th to 22 nd February 2019	Ministry of Development Planning
-Draft Strategy for the Development of	10 days	11 th to 29 th March	Ministry of

Deliverables	Estimated duration to complete	Targeted Due Date	Approvals and Reviews Required
Environment Statistics in Lesotho -Draft Environment Statistics Production Methodology and Design for Lesotho -Data collection instruments -Draft analysis and tabulation plan -Draft report outline		2019	Development Planning
-Final Strategy for the Development of Environment Statistics in Lesotho -Final Staff Structure and Development Plan with recommended implementation design -Final Environment Statistics Production Methodology and Design for Lesotho -Final Pre-tested data collection Instruments -Final analysis and tabulation plan -Final report outline -Exit report	8 days	15 th to 30 th April 2019	Ministry of Development Planning

E. Institutional Arrangement

- The Environment Statistics Specialist will be engaged by UNDP, and becomes directly responsible to UNDP – Resident Representative. However, will liaise with the Project Manager- Lesotho Data for Sustainable Development Project for implementation and in collaboration with the Director BOS for day to day supervision of the assignment.
- The Environment Statistics specialist should work closely with BOS Environment and Energy Statistics Division staff to ensure necessary skills transfer in this regard.
- The Director of BOS will be the focal point for the assignment. The consultant will also work closely with the Project Manager- Lesotho Data for Sustainable Project who has the responsibility of supporting the design and implementation of the assignment.
- The BOS, through the project will facilitate access to internet and office space as necessary, and provide all the logistical support related to the assignment.
- The Environment Statistics Specialist will prepare reports for approval by relevant authorities prior to payment, and conduct stakeholder consultations and validation sessions as necessary.
- The Environment Statistics Specialist is expected to engage with various institutions, government and development partners working in the Environment Sector and ensure participation of all relevant government departments, civil society, academia, media and development partners mostly found in the Committee for Environmental Data Management (CEDAMA).

F. Duration of the Assignment and Duty Station

- The assignment is expected to be carried out in 31 days spread over four months, from the 10th January to 30th April 2019

b) The assignment comprises both home-based and on-site deliverables. The Specialist should be physically in-country for assessment of the current state of Environment and Energy Statistics Division; Design of the division development plan; Review of data processing and analysis methodology; draft data collection instruments design; draft Value Chain Statistical Framework for three focus areas; draft tabulation plan and draft report outline while the inception report; Final Strategy for the Development of Environment Statistics in Lesotho; Final Staff structure and development plan with recommended implementation design; Final data collection Instruments; Final analysis and tabulation plan and Exit report can be developed from home.

G. Qualifications and Experience of the Successful Individual Contractor

Education

The Specialist must possess at least a recognized Masters Degree in the fields of Environmental Statistics/Statistics/Engineering or related fields.

Special Skills and Experience

In addition, the Specialist must have:

- A minimum of 10 years professional experience preferably practical experience with Environmental Data analysis or related services
- Prior experience in Environment data management, Survey Design and implementation preferably for National Statistics Offices
- Proficiency in statistical packages
- Understanding of the link between development frameworks and the indicators provided by environmental data
- Prior experience in environmental assessments, state of environment reports (regionally or globally) and environmental compendia
- Appreciation of SADC development context will be an advantage
- Knowledge and understanding of the Framework for the Development of Environment Statistics; the System of Environment Economic Accounting (SEEA) indicators; Sustainable Development Agenda; Agenda 2063, and National Strategic Development Plan preferred.
- Strong organizational and detail-oriented skills
- Ability to deliver under tight deadlines
- Ability to work as part of a team
- Excellent communication skills

H. Scope of Price Proposal and Payment Schedule

- The proposed price must be a lump-sum which is an "all-inclusive package" including duty travels and daily subsistence allowances
- The contract price is fixed regardless of changes in the cost components, any changes will go through a variation negotiation.

Expected deliverables are basis for payment including. Schedule of payment will be as in Table 2 below:

Table 2: Payment Schedule

Deliverables	Estimated duration to complete	Targeted Due Date	% of lump sum to be paid
1. Inception Report	(3 days)	16 th January 2019	10%
2. A comprehensive recommended organizational structure and development plan with recommended Implementation design	(5 days)	31 th January 2019	20%
3. Value Chain Statistical Framework for the three focus areas: Biodiversity, Air and Climate Change and Solid waste statistics	(5 days)	22 nd February 2019	15%
4. Draft Strategy for the Development of Environment Statistics in Lesotho -Pre-tested data collection Instruments -Draft analysis and tabulation plan -Draft report outline	(10 days)	29 th March 2019	20%
5. -Final Strategy for the Development of Environment Statistics in Lesotho Final -Final Staff structure and development plan with recommended implementation design -Final Pre-tested data collection Instrument -Final analysis and tabulation plan -Exit report	(8 days)	30 th April 2019	35%
Total	31 days		100%

I. Recommended Presentation of Offer

- P11 indicating all experience from similar projects, as well as the contact details (e-mail and telephone number) of at least three (3) professional references using the template provided by UNDP (Annex I)
- Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex II)
- Methodology – Brief description of why the individual considers him/herself as the most suitable for the assignment and a detailed methodology on how they will approach and complete the assignment.

- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs using template provided by UNDP (Annex III)

J. Criteria for Selecting the Best Offer

Highest Combined Scoring method will be applied to assess both the technical and financial proposals. The weight of the technical criteria is 70%; the weight of the financial proposal is 30%. Only candidates with a minimum of 70% in the technical evaluation will be considered for the financial evaluation.

Evaluation Criteria for International Consultant

Criteria	Weight
<i>Technical</i>	70%
Qualifications:	
<ul style="list-style-type: none"> • The Specialist must possess at least a recognized Master Degree in the fields of Environment Statistics/Statistics/Environment Engineering (With strong focus on data management) or related fields 	15%
Methodology:	25%
Experience:	
<ul style="list-style-type: none"> • A minimum of 10 years professional experience preferably practical experience with Environment Statistics Data analysis or related services • Prior experience of Designing Strategy for Data Collection and implementation preferably for National Statistics Offices 	20%
<ul style="list-style-type: none"> • Proficiency in statistical packages • Understanding of the link between Framework for Development of Environment Statistics (FDES) and the System of Environment Economic Accounting (SEEA) indicators • Ability to contextualise both FDES and SEEA will be most desirable • Appreciation of SADC development context will be an advantage • Strong organizational and detail-oriented skills • Ability to deliver under tight deadlines • Ability to work as part of a team • Excellent communication skills 	10%
<i>Financial</i>	30%
Total = technical + financial (70% + 30%)	100%

K. Annexes to the TOR

- Annex I – P11 form
- Annex II – Letter of confirmation of interest and availability
- Annex III – Financial proposal template

PROPOSAL WITH THE REQUIREMENTS LISTED ABOVE TO BE SUBMITTED TO:

Resident Representative
United Nations Development Programme
United Nations Road
3rd Floor, United Nations House
Maseru 100
e-mail: ls.procurement@undp.org

REF: IC, International Consultant, Environment Statistics Specialist, Lesotho Data Project

L. Approval

Prepared by: Ms. Tšoamathe 'Maseribane Project Manager, Lesotho Data Project

Approved by:

Name: Ms. 'Mabulara Tšuene

Designation: Programme Specialist

Signature: 

Date: 6th December 2018